

RECORDS MANAGEMENT TALK

1 February 1957

Good Afternoon!

I am grateful to [] for giving me an opportunity to present Records Management to you. I think this exchange of professional know-how is an excellent thing. I look forward to the future meetings here which will give us some opportunity to hear about other phases of the Management Staffs work.

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Many of you were present on the 31 of October when we discussed Records Management so to avoid a duplication I will just give you a brief background and then let someone else tell you more about the various phases of our program.

First--Records Management is concerned with the life cycle of a record from its creation, through processing, maintenance, selection and protection for vital materials, ^{and} transferred to a Records Center for ultimate destruction or for permanent preservation. Records Management at this level is a Staff function. To me it means one of the services that the Management Staff has to offer the Agency to help solve some of its' problems. Other government agencies and industry have found Records Management a valuable tool in solving its' paper work problems. Any other group of Agency people than this would probably say that CIA is different and its' problems cannot be compared with other agencies or industry. This kind of a statement is offered sometimes to prevent us from facing the real problem. We are different, and our differences make it even more appropriate and essential that we have an efficient Records Management Program. I need not tell you about paper work in this Agency. You see enough of it every day in your

Management Surveys. Obviously, our security measures and the nature of our intelligence activities generate paper work which would be considered abnormal anywhere else. Our activities in practically every known field require the collection of enormous quantities of records. In addition, we must retain many of our records for long and sometimes undetermined periods.

The effect of these conditions on our record volume is reflected in the fact that in 1950 we needed over six thousand pieces of filing equipment to hold our records where as today we need almost 24 thousand pieces. Our increased Records Management activities in the past three years have brought about a sharp decrease in filing equipment requirements, but we are still creating about one hundred fifty million pages of material each year. The paper work problem in the Agency, therefore, is acute. With present limitations of office space and proposed limits facing us in the new building, the problem is even greater. Mr. Dulles has indicated that he will not ask the Congress for more money for a larger building. Mr. Kirkpatrick has said; "There are times when I think our greatest impact on the Russians would be to bundle up most of our paper and drop it on them."

With these two problems of space and paper work as key notes lets look at the three major elements of the Records Management and see how they have helped to solve some of our problems and how through your introduction of them to other parts of the Agency they can be of even greater assistance. The first phase is Records creation and ~~is~~ concerned with administrative reports, correspondence, and forms. will tell you folks about reports and correspondence.

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